
Jefferson Elementary 2011-2012 Student Handbook

Excellence In Education

We are here to learn!

JEFFERSON ELEMENTARY
136 Carpenter Road
Gahanna, Ohio 43230

PHONE: 614-478-5560
FAX: 614-337-3766

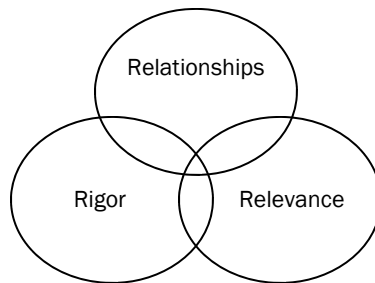


TABLE OF CONTENTS

Principal's Welcome and Jefferson Mission Statement.....	Page 3
Mission of GJPS, Guidelines for Student Behavior, and Code of Conduct.....	Page 4-8
Removal Suspension and Expulsion of Students.....	Page 8
Attendance Policies.....	Page 8-9
Access to Equal Educational Opportunity.....	Page 9
Electronic Devices/Collections/Pets/Toys/Pesticide notification.....	Page 9
School Lunches, Security Cameras, Severe Weather, Student Records.....	Page 9-10
Guide to Student Dress.....	Page 10
Guide to Student Behavior.....	Page 10-11
Bus Information, School Closing, and Bicycle Rules	Page 11
Safety Patrol, Playground Rules, PTO, Report Cards/Conferences, Curriculum.....	Page 11-13
Recess Rules.....	Page 12-13
Cafeteria Rules, Medication at School.....	Page 13
Communicable and Nuisance Diseases.....	Page 14
GJPS Bus Rules.....	Page 15
Morning Traffic Pattern.....	Page 16
Jefferson Elementary Personnel.....	Page 17
Jefferson Calendar for 2011-2012.....	Page 18-19
Federal Family Education Rights and Privacy Act of 1974.....	Page 20
Student Network and Acceptable Use and Safety Agreement*	Page 21-23
Homework Policy	Page 24
District Bullying Policy.....	Page 25
Gifted and Talented Information.....	Page 26-30

GAHANNA-JEFFERSON PUBLIC SCHOOLS CALENDAR **2011-2012**

Mon., Aug. 22.....Teacher In-service
 Tues, Aug. 23.....Teacher Work Day
 Weds, Aug. 24.....Classes Begin
 Mon., Sept. 5Labor Day - No School
 Thurs., Oct. 13.....Teacher In-service - No School
 Fri., Oct. 14.....Conference Comp. Day - No School
 Wed., Nov. 16.....End of First Trimester
 Thurs.,Nov.17.....Early Release Day
 Weds., Nov. 23-25.....Thanksgiving - No School
 Mon., Dec. 19-Jan. 2.....Winter Vacation - No School
 Mon., Jan. 16.....Martin Luther King Day - No School
 Mon., Feb. 20.....Presidents' Day - No School
 Tues., Feb. 21.....Conference Comp. Day - No School
 Fri., Mar. 7.....End of Second Trimester
 Thurs., Mar.8.....Early Release Day
 Fri., Mar. 9.....Teacher Work Day-No School
 Mon., Mar. 26- Fri., Mar. 30.....Spring Vacation - No School
 Fri., Apr. 6.....Good Friday—No School
 Thurs., Apr. 19.....Early Release Day
 Mon., May 28.....Memorial Day -No School
 June 7.....Last Day for Students
 June 8.....Teacher Work Day

Progress Report Card Trimesters

August 24—November 16, 2011

November 17—March 7, 2012

March 8—June 7, 2012

School Board Member E-Mails

Windy McKenna— mcken4@aol.com
Charles Wise—cdubwise@sbcglobal.net
Claire Yoder— cyoder1@insight.rr.com
Scott Mounts—mounts.sl@sbcglobal.net
Jill Schuler—Jill Schuler@sbcglobal.net

PRINCIPAL'S WELCOME

Dear Parents,

Welcome to another exciting school year at Jefferson Elementary School. We are pleased with the close partnership we have with our families. You are the vital communication link needed between home and school. Please be sure to review the weekly communication folder which will be sent home each week on Friday! You will receive regular newsletters and communications from the school.

We at Jefferson Elementary strive to create and support a "child-centered school." This is done by providing a positive atmosphere with every child's self-esteem and academic success being of utmost importance. Your child is important to us!!

We welcome your support and encourage open communication. Please read this booklet and review it with your children.

Sincerely,
Roben Frentzel
Principal

Jefferson Elementary School Mission Statement

"We will inspire students to achieve academic, social, and emotional success, while becoming life-long learners."

The Jefferson Elementary staff believes in every child. By providing a positive school climate and broad-based quality instruction, we believe that every student's individual potential will be enhanced.

We will help every student to reach the best of his/her abilities:

- to develop positive self-esteem
- to appreciate differences of fellow students
- to demonstrate achievement in academic and social skills, challenged by a high level of expectation
- to utilize technology to communicate and access information in a global society

It is the responsibility of the parents, students, staff and community to enable every child to be a life-long learner.

**GAHANNA-JEFFERSON DISTRICT & JEFFERSON ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
2011-2012**

FORWARD

This student handbook contains information about student rights and responsibilities. Each parent and student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available throughout the year. Should you have any questions that are not addressed in this handbook or the school handbook, you may contact the school office for assistance.

MISSION OF GAHANNA-JEFFERSON PUBLIC SCHOOLS

The mission of the Gahanna-Jefferson School System is to develop citizens who possess the self-esteem, motivation and skills needed to communicate effectively, acquire and apply knowledge, make responsible decisions, respect cultural diversity and adapt to the challenges of the 21st century by providing a diverse, well-trained staff, dedicated to delivering a comprehensive curriculum which is based on research and which meets student and community needs.

DIRECTORY INFORMATION

Directory information about students who attend the Gahanna-Jefferson Elementary Schools will be made available upon a legitimate request unless a parent or guardian notifies the building Principal in writing by September 30, 2011 that such information shall not be distributed.

GUIDELINES FOR STUDENT BEHAVIOR

The Gahanna Jefferson staff believes that attitude is important to the student's ability to learn. Good attitude develops good discipline, which lends itself to a good learning environment. With this in mind, we emphasize several areas of student behavior in the building handbook under "School Discipline" and "General Rules." In addition, please note that:

1. All rowdy conduct is strictly prohibited on school grounds.
2. Students' desks and locker areas are the property of the Gahanna Jefferson Public Schools and may be searched at any time.
3. No skateboards/scooters are allowed on school property.

GAHANNA-JEFFERSON SCHOOL BOARD APPROVED CODE OF STUDENT CONDUCT

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. The following code of student conduct specifies certain types of conduct for which a student may be suspended, expelled, or removed. Such conduct may occur either:

- A. On/off school grounds during school hours including the time immediately preceding and after school;
- B. On school grounds during a school-sponsored activity, event or function; OR on school grounds at any other time when the school is being used by any school group;
- C. Off school grounds at a school-sponsored activity, event or function;
- D. In transit to or from school;
- E. On a school bus or at a school bus stop;

- F. Off school grounds at any time for a violation (1) that involves assault upon, or damage or destruction to the property of, a teacher, administrator, or other school employee, or (2) that poses a danger to the security and well-being of teachers, administrators, other school employees, or that would put a reasonable such person in fear of harm to personal security and well-being, or (3) that brings the District into ill repute (such as vandalism or the writing of graffiti that identifies the District or a school within the District).

Students are responsible for all items they bring on school grounds. Students are also responsible for all the contents of book bags and items in possession, whether known or unknown. School officials have the right to search students for inappropriate items and if they are in the vicinity of stolen property. This must be done to locate item's and to dispel fake claims issued against a student.

A student who violates any of these rules may be suspended for up to ten (10) days, and may be expelled for up to one (1) year. If fewer than ten (10) days remain in the school year in which the violation takes place, any remaining part or all of the suspension or expulsion may be applied to the following school year. It shall be the decision of the proper school administrator, after weighing the facts and circumstances, as to which corrective measures are appropriate or adequate.

1. **Academic Misconduct** - A student shall not cheat on tests or other school assignments, or plagiarize. Any student caught cheating on a quiz, test, or project will receive a zero and may be subject to disciplinary action. Any student who steals the instructional materials from a teacher or staff member will be subject to disciplinary action. Any student who **knowingly** provides a term paper, project or test information, including the Ohio Proficiency Tests, for another student will be subject to disciplinary action. In the event a student is caught cheating on a Proficiency Test, the proctor shall take the student's test booklet and give a written account of the incident to the Building Coordinator.
2. **Alcohol and Other Drugs** - No student shall possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply or otherwise transmit, or be under the influence of any drug, prescription drug or counterfeit drug, the use or possession of which is prohibited by law or school policy. Nor shall students possess, conceal, use, purchase, offer to sell, give, distribute, supply or otherwise transmit and drug paraphernalia or instruments, such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of alcohol or other drugs. Failure to comply with this rule will be cause for suspension or expulsion from school, school property, and school activities. Counseling and/or treatment may be advised through an outside agency. Offenses are accumulative during elementary school, middle school, and high school years.
3. **Appearance and Dress** - Students shall not violate school rules pertaining to appearance and dress. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or to the safety of others, and which does not detract from the educational environment.
4. **Arson/Starting a Fire** - A student shall not start an unauthorized fire, initiate a bomb threat or false fire alarm, fail to report a fire, or tamper with safety equipment. Neither should a student possess an incendiary device on school property.
5. **Attendance** - A student shall comply with school attendance regulations. No student shall be absent from all or any portion of regularly scheduled classes or other mandatory activities without school authorization and parental consent. Presence in unauthorized areas, such as the school parking lot during the school day, without a pass or without permission of a staff member, shall be considered a violation of this provision. Leaving the school campus without the permission of authorized school personnel shall also be a violation of this provision. Repeated tardiness to school or to specific classes shall also be considered a violation of this provision and may result in suspension or expulsion.
6. **Civil Compliance** - No student shall violate any State Statutes or City Ordinance while under school

- authority.
7. **Damage or Destruction of Property** - A student shall not cause or attempt to cause damage to or destruction of any school property or property belonging to another person.
 8. **Disruption of School** - A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause substantial disruption or obstruction of the process or function of the school. Neither shall he/she urge other students to engage in such conduct.
 9. **Explosives** - A student shall not offer to sell, sell, give as a gift, possess, handle, transmit, conceal or use any fireworks, explosive device, or substance that can be used as an explosive.
 10. **Extortion** - A student shall not compel or attempt to compel any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.
 11. **Fighting/Assault** - A student shall not engage in fighting or otherwise cause physical injury or behave in such a way that could threaten to cause physical injury to staff, other students, or other individuals.
 12. **Forgery/Falsification** - A student shall not forge the name of another person or falsify times, dates, grades, addresses, or any other data whether orally or in writing.
 13. **Gambling** - A student shall not gamble or assist others to gamble; e.g., card playing will not be permitted.
 14. **Gang Paraphernalia** - Students shall not use or possess gang-related literature, or names on person, books or property.
 15. **Harassment** - A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff or other school employee.
 16. **Identification** - All students must promptly, upon request, identify themselves to school authorities.
 17. **Inappropriate Behavior/Other Conduct** - It is recognized that no list of prohibited conduct can specifically encompass every action, which may become a subject of discipline. **The superintendent or building principal shall have the authority to impose discipline upon a student for conduct not set forth herein if it substantially disrupts or interferes with the good order, discipline, operation, or educational process of the school or if it materially is or poses a threat to the safety of persons or property.**
 18. **Inappropriate Use of Technology** - Use of computer, copier, fax machines are subject to disciplinary action. See computer use agreement.
 19. **Insubordination/Disrespect** - A student shall comply with directives and accept Board authorized discipline and punishment from teachers, student teachers, educational aides, substitute teachers, principals, or other school personnel.
 20. **Intimidation or Threats** - A student shall not threaten with physical violence or coerce by any means, any student, teacher, school employee or other individual. Nor shall a student urge another student or any other person to employ threats of intimidation. Any student who uses intimidation or threat of force using gang or group affiliation may be disciplined more severely.
 21. **Laser Pens and Similar Devices** - Due to the potential for harm to persons and property, laser pens and other inappropriate electronic devices will be considered prohibited items on Gahanna Public Schools property. Possession or use could result in suspension. Parents may retrieve the confiscated item(s).
 22. **Possession of Stolen Property** - A student shall not receive, retain, or possess school or private property knowing, or having reasonable cause to believe, it has been stolen.
 23. **Profanity/Abusive Language/Obscenity** - A student shall not use profane, vulgar, racially or religiously or sexually derogatory, or other improper language. Nor shall a student use vulgar, profane or other improper gestures or signs.
 24. **School Bus Violation** - A student shall not interfere with or disrupt the operation of a school bus by activities dangerous to its safe operation including, but not limited to, failing to remain seated, throwing objects out the window or at passengers or at the driver, shouting or other disorderly conduct which can cause physical harm, emotional stress or diversion of the driver's attention. Students shall conduct themselves in a safe and orderly manner while waiting to board the bus and after leaving the bus. They shall not trespass or impose on nearby property.
 25. **Sexual Misconduct** - Students are not to hold hands or walk with arms around each other or display any other physical affection while on school premises, under school authority, or while attending any

- school-sponsored activities. "Sexual misconduct" includes public indecency, having sexual contact with another with or without consent, and sexually harassing comments and behavior. Students should report such conduct to a teacher or administrator.
26. **Theft** - A student shall not take or acquire the property of the school or any other person without authorization.
 27. **Throwing of Objects**
 28. **Tobacco** - No student shall offer to sell, possess or use tobacco or have a cigarette lighter and matches.
 29. **Trespassing** - A student shall not enter upon school grounds or into school buildings to which the student is not assigned, except with the permission of an appropriate administrator of that building or to attend a school-sponsored event in which his/her regularly-assigned school is involved or where students from his/her school have been invited to attend.
 30. **Unauthorized Sales** - A student shall not sell, buy, offer to sell or buy, exchange, or distribute any service or product without prior authorization of the building principal.
 31. **Violation of School Discipline Procedures** - The violation of conditions of student suspensions or other disciplinary procedures shall be considered a separate disciplinary violation and shall be subject to additional penalties. Students who repeatedly violate the Student Code of Conduct may be subject to additional penalties. Students who repeatedly violate the Student Code of Conduct may also be subject to additional disciplinary action.
 32. **Weapons and Dangerous Instruments** - No student shall sell, possess, handle, transmit, conceal, use, distribute, supply or purchase or offer to sell, possess, handle, transmit, conceal, use, distribute, supply or purchase any object that is considered as a weapon, a dangerous instrument or is a look-alike weapon. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. Examples, which are not meant to be all-inclusive, are knives, guns, chains and sharpened sticks. **Unawareness of the possession of weapons or dangerous instruments on school property does not absolve the student of responsibility for possession of that object.**
 33. **Class Cut**
 34. **Class Disruption**
 35. **Excessive Tardies**
 36. **Failure to Serve Detentions**
 37. **Parking Violation**
 38. **Unexcused Departure**
 39. **A.S.D. for Tardies to Class**
 40. **Lunch Detention**
 41. **Truancy**
 42. **Fighting/Violence**
 43. **Vandalism/Damage to School or Personal Property**
 44. **Theft/Stealing Personal or School Property**
 45. **Use, Possession, Sale or Distribution of a Firearm**
 46. **Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm, Explosive, Incendiary or Poison Gas**
 47. **Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas**
 48. **Use, Possession, Sale or Distribution of Tobacco Products**
 49. **Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages**
 50. **Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol**
 51. **False Alarm/Bomb Threats**
 52. **Disobedient/Disruptive Behavior**
 53. **Harassment/Intimidation**
 54. **Firearm Look-a-Likes**
 55. **Unwelcome Sexual Conduct**

- 56. Serious Bodily Injury
- 57. Off School Grounds

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion is the most severe sanction that can be imposed on a student in this district, and one that cannot be imposed without due process.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply: **(OUR SENSITIVITY TO A NATIONWIDE CONCERN FOR THE SAFETY OF STUDENTS UNDERLIES OUR ADHERENCE TO A ZERO TOLERANCE ON WEAPONS.)**

- A. **"Emergency removal"** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. **"Suspension"** shall be the temporary exclusion of a student by the school building administrator from the District's program for a period not to exceed ten (10) school days. The student may not return to school until the days are served. Failure to follow this directive may result in additional days of suspension. If at the time of a suspension there are fewer days remaining in the school year than the number of days of the suspension, the superintendent may apply any or all of the remaining period to the following school year.
- C. **"Expulsion"** shall be the exclusion of a student from the schools of this district for a period not to exceed eighty (80) school days unless the incident involves a firearm. If at the time of an expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the superintendent may apply any or all of the remaining periods to the following school year. If a student brings a firearm on school property in a school vehicle, or to any school sponsored activity he/she shall be expelled for one (1) year unless the superintendent reduces the punishment for reasons related to the specific circumstances. The superintendent may also expel a student for up to one (1) year if the student brings a knife onto school property in a school vehicle or to any school sponsored activity. A student may also be expelled for a year if he/she possesses a firearm or knife at school or any other property owned or controlled by the Board which firearm or knife was initially brought onto district property by another person. In compliance with federal law, the superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the district.

STUDENT ATTENDANCE POLICIES AND PRACTICES

School Hours

Students are permitted in the building at 7:50 a.m. and classes begin at 8:00 am. Bus riders are dismissed at 2:25 p.m. and walkers are dismissed at 2:30 p.m. **Students are asked not to arrive before 7:50 a.m. The tardy bell rings at 8:00 a.m.** A.M. Kindergarten ends at 10:45 a.m. and P.M. Kindergarten begins at 11:40 a.m.

Attendance

Good attendance is encouraged to promote positive learning.

1. If your child will not be in school **you must call the school prior to 8:30 a.m.**
2. If you do not call and your child is absent, we will call you either at work or home. This is done for the child's protection.

3. **A written explanation of a student's absence from school must be turned in to the classroom teacher upon the student's return to school.**
4. Anticipated absences due to scheduled events such as family vacations, hospital stays, etc. should be discussed with the building principal. Families are encouraged to schedule vacations at times that **do not** conflict with the school year.
5. Your child is tardy if he/she arrives after the 8:00 a.m. bell. Please give a written excuse for each tardy.
6. Students not in attendance for more than one-half of the A.M. or P.M. session will be counted absent for that particular session. Students arriving after 9:00 AM or leaving before 1:30 will be considered absent half day.

Early Dismissal

If for some reason you need to pick up your child at times other than the regular dismissal times, please come to the office and sign him/her out. Please do the same upon returning if during the same school day. **If someone other than the parent/guardian is to pick up your child, the teacher must have a note from you to this effect.** Also, **if there is a change in the normal way a child is picked up or transported home, the teacher again must have a note from the parent/guardian.**

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

These guidelines shall be used to ensure that the Board of Education's policy on nondiscrimination (2260) is implemented properly and in compliance with federal and state laws and regulations, particularly part 104 of Section 504 of the Rehabilitation Act of 1973 (34CFR). A copy of Part 104 is provided as AG 2260A.

Notice of the Board's policy on nondiscrimination in educational practices shall be posted throughout the District, published in any District statement regarding the availability of educational services, and in all student handbooks.

Children who have been diagnosed as having a disability and who, through a multifaceted evaluation, qualify for categorical service under IDEA will be served under the existing State Special Educational regulations. Section 504 protects and safeguards all students with a mental or physical impairment which is defined as substantially limiting one (1) or more major life activities or:

- A. The student has a record of such impairment.
- B. The student is regarded as having such impairment.

The district will identify, evaluate, and provide an appropriate education for students who are disabled under Section 504.

Pesticide Application on School Property:

Pesticides may periodically be applied to school property. Parents have the right to request prior notification of pesticide applications on school property. Any parent that wishes to have prior notification of pesticide application should notify the building principal in writing. Prior notification will be provided to those parents who request the notification in the form of a written notice to be sent home with the child or through email.

ELECTRONIC DEVICES/COLLECTIONS/PETS/TOYS

Students are discouraged from bringing to school anything that distracts or disrupts others. Radios, tape recorders, walkman-type headsets, MP3 players, electronic games, collections, toys, and pets **should not** be brought to school unless they are needed for an approved project. Electronic communication devices (i.e., cell phones, pagers, PDA's, and two-way radios) **are not** permitted to be used during the regular school day. If your child must bring a cell phone it is to be turned off and kept in book bag, only to be used outside of school hours. The school district is not responsible for lost, stolen, or damaged personal belongings.

SCHOOL LUNCHES

Any questions concerning the operation of the cafeteria, menus, or cooks shall be directed to the coordinator of food services, Mr. Bob McCafferty, at the administrative offices (471-7065).

Student lunches will be **\$2.50** this year for the hot lunch. You will notice on the menu that students have a choice of two different lunch types: a sandwich lunch or a main entree'. A week's total of \$12.50 may be paid on Monday. Milk will be 45 cents for those who pack their lunch. Parents are encouraged to use the meal pay plus website to monitor student account balances and/or deposit money. We want to encourage children to practice good nutrition habits at school, and because of this we will no longer allow them to bring "pop" in their packed lunches from home. This practice also causes some "sticky" situations in the cafeteria.

***Please note: Many of our children are allergic to peanuts or nuts or items made with them. Please refrain from sending nuts or peanuts, if possible. Thanks. We will again have a peanut free table in the cafeteria. Those students who do not have any peanut products in their lunches are welcome to sit there.

SECURITY CAMERAS

Interior and exterior security cameras are located at each building in the Gahanna-Jefferson school district. Cameras are not located in areas where people would normally expect to have privacy.

SEVERE WEATHER

In case of severe weather (snow, low temperatures, ice), the official announcement for school closings may be heard on local radio and television stations. Listen for "**GAHANNA SCHOOLS**" or "**GAHANNA-JEFFERSON SCHOOLS**".

STUDENT RECORDS

Please report any changes in address, phone number, and other vital information to the school office as soon as it is known. We can then maintain current information in our files. Families who plan to move to some other address, either within the district or to another town, should likewise inform the school as soon as possible. The necessary withdrawal forms can be prepared for the parents' signature. Remember, we cannot release a student's personal records without a parent signature.

GUIDE TO STUDENT DRESS

Although the major responsibility for good grooming rests in the home with each student and their parents, the school has concerns in regard to health, safety and an atmosphere that will promote good learning. Therefore, we ask the parents to support and promote the following guidelines:

- Safe footwear is to be worn at all times. For reasons of safety, **students are not permitted to wear flip-flops**, clogs, large heeled shoes or flimsy sandals. Heelies are not permitted.
- Shorts and skirts are acceptable except for those that are revealing, biking shorts, short shorts/skirts or cut-off jeans. Using the **mid-calf** rule for guidance is our policy.
- Transparent or revealing clothing, muscle shirts, tank tops, half shirts, halter and bare midriff tops are not permitted. **No spaghetti type shirts** or shoulder less shirts are to be worn.
- T-shirts must never be worn which are degrading or unkind as determined by faculty.
- No hats, sweatbands, bandanas, sunglasses or outside coats are to be worn in the building.
- Clothing with profane, suggestive, or questionable pictures and/or lettering are not to be worn, nor clothing which advertises alcohol, drugs, or disrupts the educational program.
- Altered clothing with patches and holes are not permitted.
- Hair color and hair styles which are distracting in our learning environment are not be worn.
- Tattoos should not be worn to school

We want children to learn there is a time for play, a time for work, and a time for other activities in life that require different expectations on the individual and his/her habits of grooming. We want students in the Gahanna-Jefferson School district to develop pride in themselves and in their school.

The Jefferson Elementary staff feels that attitude is so important to the student's ability to learn. Good attitude develops good discipline, which lends itself to a good learning environment. With this in mind, we emphasize several areas of student behavior below.

1. All pupils are expected to go outside at the noon recess if the weather permits. The only exceptions will be those youngsters who have an excuse from their parents or those who have detention. All youngsters who are to remain inside must stay in the office and are not permitted to visit other classrooms or wander through the halls.
2. Running, pushing, or other types of rowdy behavior will not be permitted in the halls or on the playground.
3. All pupils are expected to conduct themselves as good citizens while in route to and from the school building.
4. Gambling of any nature, selling bully attitudes, fighting, vulgarity or other rowdy conduct is strictly prohibited on school property.
5. Pupils who ride their bicycles to school must have written permission from their parents/guardians. Each rider must follow all rules of safety and obey all traffic laws. Riding double or the dangerous operation of bicycles will not be permitted. All bicycles will be parked on the south side of the building in the racks provided. There is to be no joy-riding on school property or tampering with the bicycles. Students must walk their bicycles when on school property.
6. Children who are walkers will be dismissed after the bus riders are dismissed (when the buses have left the school property). All youngsters are to remain in their classroom until dismissed.
7. All pupil activity in the gym before and after school must be supervised by teachers. At no time will students be permitted to play in the gym unless they are supervised.
8. Children are not permitted to play next to the building in the morning when buses are arriving or departing.
9. Hard balls, footballs or any game that could be dangerous will not be permitted on the blacktop.
10. Tackle football and other games of this nature are not permitted.
11. No pupils are permitted to leave school property without permission.
12. The chewing of gum is not permitted in the school building.
13. Students' desks and locker areas are the property of the Gahanna-Jefferson Public Schools and may be searched at any time.

BUS INFORMATION

Students riding the bus will follow the rules established by the Board of Education for the safety of all concerned. Students are not permitted to ride any bus other than the one assigned to them. In case of emergency where the parents or guardians are not able to be at home, a note must be sent by **both** families when a child is to accompany a friend. This must be approved in the building office.

Students not following the rules set by the driver and the Board of Education will be subject to written reprimands and face possible dismissal and/or suspension from bus-riding privileges. The rules are found on a separate page in this handbook.

SCHOOL CLOSING INFORMATION

If for some reason school should need to be canceled, please tune in to a local radio or TV station prior to 7:00 a.m. Occasionally it becomes necessary to close school earlier than the regular dismissal time, and since it is impossible to contact every parent, please instruct your child where he/she should go. A form is provided for this information.

Please do not call the school during these times if at all possible. Please listen for radio and TV announcements.

BICYCLE RULES

All students riding bicycles to school (grades 3-5) must have written permission from the parent. Bike racks are provided along the south side of the building. Bike riding is discouraged for students in grades kindergarten, first and second.

SAFETY PATROL

Jefferson Elementary provides fifth grade students to monitor students coming to school and going home and at various other locations on school property. They are there for your child's safety. They do not go outside during severe

weather conditions. These consist of:

1. Severe thunderstorms
2. Heavy rain
3. When it is determined that the temperature/wind chill factor could be harmful.

Please instruct your child to cross the streets at intersections where the school patrol is stationed.

PLAYGROUND RULES

Certain rules need to be followed carefully.

1. Fighting and name-calling will not be permitted. Words and actions must be kind.
2. Tackle football will not be permitted.
3. Hard balls of any type will not be permitted. (Nerf or similar type will be acceptable.)
4. Skateboards or roller blades will not be permitted.
5. Only words which are true, kind, and necessary may be used. Swearing or obscene language will not be tolerated.
6. Sharing and awareness of others' rights must be stressed on the playground.

P.T.O.

We have a very active P.T.O. at Jefferson. A list of the officers and committees will be sent home. Below are some PTO activities and functions:

- sponsor school/classroom parties – room mothers/fathers will be chosen early in the school year – parties will be a Halloween party and Valentine's Day.
- Sponsor various functions to honor the staff and employees
- Raise funds to supply the school with extra items beyond the day-to-day necessities
- Sponsor activities and funds to assist with the school Safety Patrol
- Organize the Volunteer Program for parents working in the school
- Many, many more.

We ask that you get involved in one or more of the P.T.O. functions. More information will be forthcoming.

REPORT CARDS/PARENT CONFERENCES

Evaluation reports of pupil progress will be sent home at the end of each trimester grading period. During the course of the year, interim reports indicating progress will be sent to parents.

Scheduled Parent/Teacher Conferences will be held in October and January. At other times during the school year, conferences may be requested by a parent or a teacher when it is deemed necessary.

CURRICULUM

As a matter of information, all of the curriculum taught in Gahanna-Jefferson Schools is developed by teachers in the district, approved by the local Board of Education, and acknowledged by the State Department of Education. This includes objectives for each subject area. The teachers develop their lesson plans using these various courses of study.

RECESS RULES-Aligned with overall school expectations of kindness, good manners, sportsmanship and quality choices.

Outside Recess/Playground

1. No tackle football.
2. No football games on the blacktop.
3. No pulling of clothing or such games that involve grabbing hats, coats, etc.
4. Tether ball limited to two players per ball.
5. No hard baseballs or regular softballs permitted during recess periods.
6. When swinging, only one person per swing permitted. Also no twisting of swings is allowed.
7. Sliding boards are intended for sliding down only, not walking up and down.

8. Horizontal ladder is not to be used as a seating area, only for climbing.
9. No snowball throwing is permitted at any time.
10. No skateboards or roller skates are permitted at school.

Inside Recess

1. All students are to be seated either at desks, tables or on the floor.
2. There is to be no running or throwing in the classroom.
3. There is to be no visiting between rooms.
4. Blackboards are not to be used for games during inside recess.
5. Board games, etc., are permitted as specified by classroom teacher.
6. No electronic games are permitted at school, IPODs or gameboys.
7. Computers may not be used without the classroom teacher present.

Inside Recess Due to Student's Illness

1. They must have a note from home or doctor.
2. Following their lunch, they should report to a table at the side of the room with work to do.
3. Cafeteria duty teachers will supervise.

CAFETERIA RULES

1. Talking is to be kept to a normal level of conversation.
2. There is to be no throwing of food at any time.
3. All areas around table should be picked up of litter after each student is done.
4. Students will be dismissed by duty teacher when they are finished.
5. Students waiting in line should keep their hands to themselves and feet off the wall.
6. Students are to sit in designated areas as specified by the teachers.
7. Duty teacher will monitor to keep noise to an acceptable level.
8. Peanut butter and tree nut lunches are not permitted in NUT FREE table zone.

MEDICATION AT SCHOOL

We strongly urge that all medications be administered at home whenever possible. Please consult the prescribing physician or dentist to ascertain if the medication can be administered at times when your child is at home. We will only administer medication at school if the physician feels it is absolutely necessary.

Before the school will give your child prescribed medication which must be taken at school, State law (Section 3313.713 O.R.C.) requires that:

1. The parent complete and sign a parent permission form.
2. The physician or dentist complete and sign a physician's authorization form. A note from the doctor will not be accepted unless it contains all the information contained in State law (Section 3313.713 O.R.C.)
3. Both completed and signed forms must be returned to school before the medication can be administered at school.
4. The medication must be brought to school **by an adult** in the original container labeled with your child's name, the physician's name, the name of the medication, the dosage, and time it is to be taken.
5. Each medication must have a separate set of forms.
6. Any change in dosage will require new forms to be completed by the physician and parent before the new dosage can be given. A new prescription bottle with the correct label must be provided to the school.
7. No over-the-counter medications (aspirin, Tylenol, cough medication, etc.) will be given at school unless prescribed by the physician or dentist and the required forms are completed and on file in the school office.
8. If liquid medications are prescribed, an accurate measuring spoon must be provided by the parent.

A responsible adult needs to transport medication to and from school. Medication should not be transported by students. These policies are designed to protect your child and the school. Forms may be obtained by calling the school office. If you have any questions, please contact the principal or the school nurse.

COMMUNICABLE AND NUISANCE DISEASES

<i>Chicken Pox</i>	Incubation 13-21 days. Reddened, raised spots which turn into blisters and later form a scab. May have a fever. Rash generally starts on the trunk of the body, then to face, neck, arms and legs. Children may return to school 7 days from the appearance of blisters or when all lesions are dry and scabbed.
<i>Common Cold</i>	Exclusion from school is encouraged during the first 24-72 hours to help prevent the spread of infection.
<i>Conjunctivitis (Pink Eye)</i>	Incubation 24-72 hours. Redness, swelling, burning, itching, watery or yellow discharge from eye, sensitivity to light. Exclusion from school until discharge has ceased. Should be on medication for 24 hours before returning to school. Need note from doctor before returning to school.
<i>Fifth Disease</i>	Incubation 5-10 days. Solid bright red area begins on cheeks (slapped cheek appearance). Spreads to upper arms and legs, trunk, hands and feet. Rash frequently disappears, becoming lace-like in appearance. Rash may recur for several weeks after exposure to sunlight, exercise, heat or emotional stress. Students <u>may</u> attend school. However, if your child feels ill or has a sore throat, please keep him home and contact your doctor.
<i>Flu</i>	Same as a cold.
<i>Impetigo</i>	Incubation 2-5 days. Small blisters filled with thin, yellow fluid which later develops into crusted pus-like sores. May be accompanied by itching. Usually found on face, elbows and knees. Will spread if left untreated. Need note from the doctor to return to school.
<i>Pin Worms</i>	Life cycle requires 3-6 weeks. Anal irritation, itching. Exclude until treated at least 24 hours. Pinworms of animals are not transmissible to man. Need note from the doctor to return to school.
<i>Ringworm</i>	Ring-like lesions that tend to clear in the center. Exclude until released by the doctor or skin is clear. Should be on medication at least 24 hours before returning to school. Need note from the doctor to return to school.
<i>Strep Throat/ Scarlet Fever</i>	Incubation 1-3 days or longer. Fever, headache, sore throat, may have vomiting. If progresses to scarlet fever, very red tongue, fine rash and peeling skin. Exclude until released by the doctor. Should be on medication at least 24 hours before returning to school.
<i>Scabies</i>	May appear in days or weeks. Small blisters, irritation or burrows under the skin, between fingers, on arms, legs, back or abdomen. Intense itching at night. Exclude until treated. Need note from doctor to return to school.

Wellness Issues

Peanuts and Nuts: In an effort to protect each child's safety, Jefferson Elementary will only permit peanuts and tree nuts in the cafeteria in designated areas, Monday-Friday, during lunchtime periods only. There will be a designated NO peanut/nut ZONE in cafeteria. Peanuts and nuts will be closely monitored by trained staff and faculty. The use of nuts and peanuts at any school function during school or after school is **strictly prohibited**. In order to maintain safety tree nuts and peanuts are discouraged in classroom parties, classroom activities, Birthday snacks, and all PTO sponsored or school sponsored events.

Healthy Snacks : If teachers request/suggest , children are encouraged to bring snacks which have nutritional value only. Examples would include: yogurt, cheese, or fruit. Water to drink is best. PLEASE avoid any peanut snacks in school classrooms as several will be peanut free.

Parties: If a party is scheduled, families are encouraged to send healthy treats. Our children love fruit, ice cream, cheese and crackers, water, etc. NO peanuts/nut of any type are permitted at school parties. A sweet treat or two is acceptable. :) Check with teacher for details.

GAHANNA-JEFFERSON PUBLIC SCHOOLS BUS RULES

The health and safety of all pupils is vitally important. Therefore, in the case of school buses, certain rules and regulations must be followed. Your help and cooperation are requested.

The following are prohibited:

1. Changing from seat to seat with bus in motion.
2. Noise at railroad crossings and other danger points.
3. Excessive noise, loud talking or laughter at any time.
4. Distracting bus driver in any manner.
5. Putting any part of body outside of bus.
6. Scuffling or fighting on the bus.
7. Spitting or throwing any object from the bus.
8. Smoking or lighting matches on the bus.
9. Eating, drinking, or littering with bus in motion.
10. Failure to obey the driver.
11. Transporting birds or animals, dead or alive
12. Transporting any glass container on bus.
13. Damaging or marking any part of the bus.
14. Use of profane or unbecoming language.

SAFETY AND SECURITY

PARENTS ARE ALWAYS WELCOME IN OUR SCHOOL . . .
PARENTS AND OTHER VISITORS MUST SIGN IN WITH THE OFFICE TO OBTAIN A VISITOR PASS. IF PARENTS WISH TO VISIT CLASSES WHILE SCHOOL IS IN SESSION, PLEASE CALL THE PRINCIPAL IN ADVANCE TO SCHEDULE A CONVENIENT TIME. FORMAL CONFERENCES CAN BE SCHEDULED BY CONTACTING THE TEACHER.

Jefferson Elementary Personnel 2011-2012

Roben Frentzel	Principal	Office
Lisa Hebert	Secretary	Office
Amy Pedrotty	Clerk, Clinic	Clinic
Chelsea Coleman	K ² Option All Day	Rm. 111
Megan Servick	Kindergarten A.M & PM	Rm. 003
Audrey Merz	K ² Option All Day	Rm.110
Kristina Fleischman	First Grade	Rm. 104
Tina Early	First Grade	Rm. 101
Beth Squillace	First Grade	Rm. 136
Jennifer VanHorssen	First Grade	Rm. 135
Heather Haringa	Second Grade	Rm. 133
Valerie Hofmann	Second Grade	Rm. 131
Maria Mountain	Second Grade	Rm. 134
Barb Nose	Second Grade	Rm. 132
Lauren Seitz	Third Grade	Rm. 201
Vicky Franklin	Third Grade	Rm. 210
Jennifer Keller	Third Grade	Rm. 204
Sharon Suriano	Third Grade	Rm. 211
Lindsay Adams	Fourth Grade	Rm. 227
Heather Palmer	Fourth Grade	Rm. 217
Amanda Keyes	Fourth Grade	Rm. 216
Melissa George	Fourth Grade	Rm. 226
Jodi Cain	Fifth Grade	Rm. 228
Susan Harbage	Fifth Grade	Rm. 229
Cathalee Kankiewicz	Fifth Grade	Rm. 230
Jennifer McCann	Fifth Grade	Rm. 225
Kim Frasher	GATE Math	Rm. 202
Chris Falkenburg	GATE LA	Rm. 202
Sue Keller	Library/Media	Library
Doug Palmer	Physical Education	Gym
Ali Deck	Art	Rm. 019
Leslie Twigg	Music	Rm. 016
Janel Bowman	Intervention Specialist	Rm. 212
Annie Griffith	Intervention Specialist	Rm. 212
Chris Henry	Intervention Specialist	Rm. 125
Debbie Zamora	Intervention Specialist	Rm. 102
Rachel Thomas	Educational Aide	
Stacie Callihan	Educational Aide	
Jana Barren	Educational Aide	
Kim Neary	ELL	Rm. 002
Dreama Queen	Speech/Language Pathologist	Rm. 215
Chris Shanks	OT/PT	
Amanda Caldwell	Reading	Rm. 137
Debbie Palmer	Reading	Rm. 231
Jill Elliott	Instructional Support Coach	Office
Beth Brant	Nurse	Clinic
Sue Johnston	Psychologist	Office
Betsy Hussey	Counselor	Office
Steve Duty	Custodian	
Elliott Adams	Custodian	
Bill Stillwell	Custodian	
Kim Karshner	Head Cook	Cafeteria
Rita Cook	Cashier/Cook	Cafeteria
Marie Amburgey	Server/Cook	Cafeteria
Cindy Murray	Server/Cook	Cafeteria
Li-Lun Ling	Chinese Enrichment	Library
Jianfen Wang	Chinese Enrichment	Library

August 16-17	School Supply Sale	3:00 PM to 6:00 PM
August 22	K All Day/AM Parent Information Night	6:00PM in classroom
August 22	1 st GR Parent Information Night	6:30PM in classroom
August 22	2 nd GR Parent Information Night	7:00PM in classroom
August 22	K PM Classes Information Night	7:30PM in classroom
August 22	3 rd GR Parent Information Night	7:30PM in classroom
August 23	Student Walk Through	2:00 - 3:00PM
August 24	First Day of School for Students	
August 25	4 th GR Parent Information Night	6:30PM in classroom
September 1	5 th GR Parent Information Night	6:30PM in classroom
September 2	Jog For Jefferson Kick Off Assembly	1:15 PM
September 5	NO SCHOOL-Labor Day	
September 13	PTO Meeting	7:00PM
September 16	Student Picture Day	8:00-1:00PM
September 23	Jog For Jefferson	
October 3	Progress Reports Sent Home	
October 6	Parent/Teacher Conferences	3:30 PM to 7:00 PM
October 11	PTO Meeting	7:00 PM
October 12	Parent/Teacher Conferences	3:30 PM to 7:00 PM
October 13	NO SCHOOL - Teacher In-Service	
October 14	NO SCHOOL	
October 20	Mobile Dentistry	8:00AM
October 26	OSU Vision Screenings	1 st Graders / New
October 28	Halloween Parade and Parties	1:00 PM
November 3	Primary Open House (K-2)	6:30-8:00PM
November 4	Picture Retake Day + Candida	8AM
November 8	PTO Meeting-Turkey Songs Grades 1 & 2	7PM
November 11	Turkey Luncheon Grades K- 2	
November 11	Veteran's Day Assembly	1:00PM
November 16	End of 1 st Trimester	
November 17	Early Release	1:05PM
November 23	NO SCHOOL	
November 24	NO SCHOOL-Thanksgiving	
November 25	NO SCHOOL	
November 28	Report Cards Sent Home	
December 2	Holiday Shop	5-7PM
December 3	Holiday Shop	8-11AM
December 13	PTO Dinner	7:00 PM
December 16	Turkey Luncheon Grades 3 and 4	
December 16	Sing Along Assembly - 3rd GR	1:15PM
Dec 19-Jan 2	Winter Break - No School	

January 3	Back to school	
January 10	PTO Meeting	7:00 PM
January 16	NO SCHOOL-Martin Luther King Jr.	
January 23	Progress Reports Sent Home	
January 24	Parent/Teacher Conferences	3:30 PM to 7:00 PM
January 26	Parent/Teacher Conferences	3:30 PM to 7:00 PM
January 27	Group/Club Picture Day for Yearbook	Not Classrooms
February 10	Valentine's Day Parties	1:15 PM
February 14	PTO Meeting	7:00 PM
February 14	Jump Rope for Heart	Afterschool
February 15	Jump Rope for Heart	Afterschool
February 20	NO SCHOOL-President's Day	
February 21	NO SCHOOL - Conference Comp	
February 23	PTO Spaghetti Dinner	5:30 PM - 8:00 PM
March 7	End of 2 nd Trimester	
March 8	Early Release	1:05PM
March 9	NO SCHOOL-Records Day	
March 13	PTO Meeting	7:00 PM
March 14	Report Cards Sent Home	
March 15	Intermediate Open House	7:00 PM to 8:00 PM
March 26-30	Spring Break - NO SCHOOL	
April 6	NO SCHOOL - Good Friday	
April 10	PTO Meeting	7:00 PM
April 13	Classroom Panoramic Pictures	+ 5 th GR Group
April 19	Early Release	1:05PM
April 23	Progress Reports Sent Home	
May 4	Carnival	5:30 PM to 8:00 PM
May 8	PTO Dinner	
May 18	Fifth Grade Cook Out	
May 24	Fourth and Fifth Grade Musical	7:00 PM
May 28	NO SCHOOL-Memorial Day	
May 30	Field Day (K, 4 and 5)	
May 31	Field Day (1, 2 and 3)	
June 7	Last Day For Students	
June 8	Teacher Work Day	

NOTICES

FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 —

The “Federal Family Education Rights and Privacy Act of 1974” requires school systems to annually inform students 18 years of age or older, and parents/guardians of students under 18 of certain provisions contained therein.

Schools keep a record of the educational development of each student. These records contain information about courses taken, grades, test scores and other information which is collected in the interest of developing the best educational program for the individual student.

Parents/guardians have the right to access and review the child’s school record. To do so, submit a written request to the building principal who will schedule a time for you to come to the school and review the records in the presence of a staff member.

Parents may also question the contents of the child’s school record. If there is a concern about the accuracy or appropriateness of the information, a formal review of the information may be requested. Parents/guardians and school officials will have the opportunity to discuss concerns.

Each child’s records are confidential and will not be released without prior parental/guardian consent for students under 18 years of age, or without prior written consent of students 18 years of age or older.

There are a few exceptions to the consent requirements. These include use by school officials in the school district; release to officials of another school district in which the student intends to enroll; and response to a court order. Also, “Directory Information” for students in the 12th grade only shall be released to any of the branches of the U. S. Armed Forces upon request without written consent from the parents or legal guardian of the student. “Directory Information” includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Directory Information shall not be released if the parent or legal guardian submits a written request to the building principal by September 30 of each year that such information not be released. Also, parents/guardians of any student who do not want any personally identifiable information (includes portions of directory information) about their child to be used in any public relations materials generated by the school district must notify the building principal in writing by September 30 of each year.

Any citizen of the Gahanna-Jefferson School District is welcome to contact the Department of Pupil Services at 471-7065 or the principal of the child’s school for more information about the district’s policy regarding the confidentiality of student records.

NONDISCRIMINATION POLICIES

SECTION 504—The Gahanna Jefferson Public School District does not discriminate on the basis of disabilities relative to admission, access, treatment, or employment in its programs and activities as required by Section 504 of the Rehabilitation Act of 1973. Public Law 93-112, as amended by the Rehabilitation Amendments of 1974, Public Law 93-516. Inquires regarding this policy may be directed to Mr. Hank Langhals, Director of Pupil Services, at 471-7065.

TITLE IX—The Gahanna Jefferson Public School District does not discriminate on the basis of sex in educational programs, activities, employment policies or admission policies and practices as required by Title IX of the 1972 Education Amendments. Inquires regarding compliance with Title IX may be directed to , Director of Special Programs, at 471-7065; or to the Director of the Office for Civil Rights, Region V, 55 Erieview Plaza, Room 222, Cleveland, Ohio 44114. Phone (216) 522-4970.

PERSONNEL—It is the policy of the Gahanna Jefferson Public School District to select personnel on the basis of merit and fitness and qualifications of applicants without regard to their race, color, religion, sex, national origin, disabilities age or ancestry.

STUDENT NETWORK AND ACCEPTABLE USE AND SAFETY AGREEMENT

This agreement is between _____, a Gahanna-Jefferson Public Schools student, his or her parents or guardians, and the GAHANNA-JEFFERSON PUBLIC SCHOOLS (the District). The purpose of this agreement is to define the acceptable use of district- and student-owned technologies. All District-owned technologies are provided for educational purposes only, whether used on or off campus.

The Gahanna-Jefferson Public Schools is committed to the belief that technology skills are a critical component of a 21st Century Education, and is also vital to all areas of the Gahanna-Jefferson Graduate Profile. We are, therefore, pleased to be able to offer our students access to a wide and expanding range of technologies to support student learning and growth through local and global communication, collaboration, research opportunities, and resource sharing.

Technology, like all extremely powerful tools, can be intentionally or unintentionally misused. One of the Graduate Profile goals is to use technology responsibly and honestly, and this document is a tool to help outline the proper and ethical use of the vast range of district and personal technologies available to our students. Most often this focus is on Internet and district computer network use, but we touch upon other technologies as well. It is impossible to specify every possible use or misuse of technology, so while these outlines establish a framework of understanding students are encouraged to seek the advice of district staff with any questions about proper and improper technology use. Due to the rapidly changing technology environment within Gahanna-Jefferson Public Schools, the district reserves the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof in the Technology area of the district's public website, available at (<http://www.gahannaschools.org/District/DistrictTechnology.aspx>). Please visit this area on a regular basis to keep yourself apprised of any changes.

Internet access provides our students with the ability to explore research materials and interact with individuals and groups worldwide. This 21st Century Skill is a requirement for effective participation in an increasingly global environment and in local employment opportunities. However, not all Internet resources have educational value, and some may be inappropriate. While a best effort attempt is made to use Internet filtering to help students avoid resource-wasting and inappropriate sites, students are reminded that all district equipment is provided for educational purposes only. In situations where resource-wasting or inappropriate material is encountered, the user is "one click away" from removing that material from their screen and it is the user's responsibility to do so.

Also, it is important to remember that the Internet and many other current and developing technologies are intended for collaboration and sharing, and as a result it is best to consider everything done with these technologies as public. Student Internet activity in particular may be tracked by outside parties, so it is critical that each student protects his or her network and other account information and passwords as they will be held responsible for activity through their personal and unique account. Students should never share this information with others, nor should they use the login credentials of others. Students are expected not only to avoid illegal use of district and personally owned technologies, but to in all cases use these tools intelligently and ethically, and not to the detriment of themselves, the district, or others. Not only is this a critical component of 21st Century Citizenship, it is also important to remember that parents and guardians are legally responsible for their student's activity so it is beneficial to stress these points and your expectations with your student.

District technologies are provided, and student technologies may be allowed, solely for the support of District academic programs and student learning. Examples of acceptable technology use include:

1. Appropriate collaboration and exchange of information for research and other project purposes;
2. Developing a familiarity with the technology for educational and employment purposes;
3. Expanding the opportunities for relevant technology use to produce reports, multimedia, and other assigned projects;
4. Developing Graduate Profile goals of becoming a Responsible Community Member, Comprehensive Problem Solver, Proficient Technology User, Collaborative Team Member, and an Effective Communicator.

In exchange for the use of available technology resources, the undersigned student and parent/guardian understand and agree to the following terms and conditions.

- A. The use of technology, whether district-provided or student-owned, is a privilege which may be revoked by the District at any time and for any reason. Reasons for revoking privileges include, but are not limited to:
- a. Improper use of the technology,
 - b. Failure to properly protect and secure the technology,
 - c. Altering or modifying system software and/or hardware,
 - d. Intentionally or unintentionally adding viruses, spyware, and other harmful programs to District systems,
 - e. Placing unauthorized information or comments on District-owned or publicly accessible servers,
 - f. Using the technology to cause embarrassment or harm to other individuals or groups.

The District reserves the right to remove files, limit or deny technology access, and refer offending students for other disciplinary actions consistent with the Student Handbook.

- B. Students will not use their District-approved computer access to obtain, view, download, or otherwise gain access to materials deemed unlawful, obscene, pornographic, abusive, hateful, or otherwise objectionable.

D. Students are expected to be *Responsible Community Members* and to use technology responsibly, honestly, and ethically.

Students **shall**:

- a. Polite, courteous, and respectful in your messages to others.
- b. The use of language appropriate to school situations in all communications made through the Board's computers, networks, and other technologies.
- c. Diligently delete their unneeded files regularly to minimize District storage needs.
- d. Protect their critical files by making regular backups of their important work.
- e. Comply with the Student Handbook.

Students **shall not**:

- f. Use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - g. Reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members via the Internet or any other medium.
 - h. Transmit pictures or other information that could be used to establish your identity or the identity of others without prior approval of a teacher.
 - i. Transmit pictures or other information about fellow students, teachers, or groups.
 - j. Agree to meet any person encountered online without prior parent approval.
- E. All information services and features contained on District network resources and other technologies are intended for the private use of registered staff and students only and any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- F. While all reasonable efforts are made to ensure reliable operation of, and access to, all district technologies, the District cannot guarantee uninterrupted access or use of the network or other technologies, nor can it be held responsible for loss of data due to electrical or mechanical failure or human error.
- G. District network resources are intended for exclusive use by registered users. The student is responsible for the use of his/her user ID password and/or access privilege. Any problems which arise from the use of a student's user ID are the responsibility of the ID holder. Use of a user ID by someone other than to whom it was originally registered is forbidden and may be grounds for loss of access privileges. Students may not allow other users to utilize their personal and unique login IDs and passwords.
- H. Any misuse of technology access will result in suspension of privileges and/or other disciplinary action determined by the District consistent with the Student Handbook. Misuse shall include, but not be limited to:
- a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 - b. Misrepresenting other users on the Network or through other technology-based tools;
 - c. Using any technology in any way that causes concern, worry, or embarrassment to any student, District staff member, or other;
 - d. Disrupting the operation of the Network or other technology-based tools through abuse.;
 - e. Malicious use of District-provided or student-owned devices through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - f. Interfering with others' use of District technologies;
 - g. Extensive use for non curriculum-related communication;
 - h. Illegal or unethical modification of systems including, but not limited to:
 - i. The illegal installation of copyrighted or unauthorized software;
 - ii. Unauthorized downloading, copying, deleting, altering or other misuse of licensed copyrighted software;
 - iii. Using the Internet to engage in "hacking" or other unlawful activities;
 - iv. Accessing, or attempting to access, the personal files of other users or the District on the District's network or other technologies;
 - v. The intentional or unintentional degradation or disruption of system performance;
 - vi. Attempts to bypass internet filtering controls;
 - vii. Transmission of any material in violation of any State or Federal law or regulation, or Board policy;
 - viii. Malicious use of the Board's computers/network to develop programs that harass other users, infiltrate or attempt to infiltrate any computer or computer system and/or damage the software components of a computer, or any other illegal or unethical activity;
 - ix. Any violation of the Student Handbook.

- I. The District reserves the right to log Internet use and monitor electronic mail, file server space utilization, and other technology system processes and services. Much of this monitoring is required to ensure the efficient and effective operation of District technologies and to proactively address technological and other issues and can occur without the prior notification of students or staff. AUP infractions and legal violations found during any routine or targeted monitoring may be actionable under the policies and guidelines of the District and State and Federal laws.
- J. The student may only log on and use the network under the supervision of a staff member and only with his/her assigned unique user ID. Students must protect their personal login credentials, as they will be held responsible for activities performed using these credentials.
- K. Downloading of unauthorized programs or information onto the Board's hard drives is prohibited; all downloads must have prior approval and be saved to thumb drives, CD ROMs or other authorized external devices. If a student transfers files from online information services, the student must scan all files with a virus-detection program before opening the file for use. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to restore the network and attached devices to full functionality.
- L. The District reserves the right to disable or remove a network user account to prevent unauthorized activity, and will not be held responsible for any file loss or inconvenience should this account activity become necessary.
- M. Any damage done to the District's network or equipment by a user not following the guidelines described in this document is the sole responsibility of that user.
- N. Students are prohibited from accessing or participating in online "chat rooms" and must secure prior approval from a teacher or building administrator before joining and/or participating in online services such as; Listservs, Blogs, Podcasts, "electronic communities", or other forms of direct electronic communication.
- O. Students will at no time post personal information about, or photographs of, themselves or others on the Web or using any other technology.
- P. Privacy in communication of the Internet and the Network is not guaranteed. The Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal or unethical activities will be reported to the appropriate authorities.
- Q. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- R. The Board has implemented technology protection measures that protect against Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, and/or inappropriate for a school setting and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet which the Board of Education has not authorized for educational purposes and/ or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet.
- S. Students accessing the Internet through any device, whether District-provided or student-owned, assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.
- T. As we move toward 24/7 education, students are increasingly likely to be loaned district equipment in support of the District's educational goals. All of the components of this Acceptable Use Policy shall apply when using any District-provided technology, whether on or off campus. Students who are loaned any District technology also agree to be bound by the conditions specified on the District's IT Equipment Loan Policy.

In consideration for the privileges of using the District's technologies, and in consideration for having access to the information contained on the network and Internet resources, the undersigned student and parent/guardian hereby release the District, and their operators and administration from any and all claims of any claims arising from my/my child's use, or inability to use District network resources.

The undersigned student agrees to abide by such rules and regulations of system usage as may be amended by the District at any time. Students and parents can visit <http://www.gahannaschools.org/District/DistrictTechnology.aspx> to view the most current version of this agreement.

The undersigned student and parent understand that any failure to abide by this agreement may result in cancellation of the privilege to use the Gahanna-Jefferson Public Schools' computer network and/or other technologies, disciplinary action consistent with the Student Handbook and/or civil or criminal liability.

As the parent/ guardian of this student, I have read the Student Technology User Agreement, and have discussed them with my child. I understand that student access to technology, including the district network and the Internet is, designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators, or officers) responsible for material my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet –i.e., setting and conveying standards for my daughter/ son to follow when selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

(parents will initial the acknowledgement form as indication of agreement with policy) Policy Revised 3/2010

<p>Jefferson Elementary Homework Policy and Procedures</p>

The Faculty of Jefferson Elementary believes that meaningful homework can play an important role in helping students master the goals and objectives. In addition to homework, nightly reading requirements may be assigned by the classroom teacher. Research supports that children who read at home, each day, become successful, competent readers. Reading may be shared with an adult or completed independently, depending on age. **All students are expected to complete assigned homework/assignments.**

All assignments are connected to instruction and grade level learning standards and will be worthwhile, meaningful and engaging. Homework/assignments may be in the form of paper and pencil or activities to complete.

The purpose of homework includes:

- practice of skills presented in daily work (practice)
- an opportunity to prepare through discovery, exploration or research for an upcoming unit of study (preparation)
- an opportunity to work on long-range assignments requiring time management
- development of good study skills
- practice and preparation for assessment

Parents should support homework but never be expected to introduce instruction. Parents may also provide involvement in practice or prep for assessment.

An **assignment notebook**, provided by Jefferson Elementary, will be used by all students in Gr. 1-5 to record assignments. Parents and/or guardians are asked to review assignment notebooks to monitor student's progress. In some cases, parents may be asked to sign notebooks.

Students who are on IEP's and 504's must be provided guidance in the types and amounts of assignments. General ed. and special ed. teachers will communicate amounts and types of assignments through coordinated differentiation efforts. i.e. modified assessments and assignments, length of assignments, etc.

The following are targeted maximum amounts of time spent on assignments completed at home.

- Gr. K-1 10-20 minutes
- Gr. 2-3 20-30 minutes
- Gr. 4-5 40-50 minutes

Homework will be reviewed in class.

Incomplete assignments may result in lack of advancement in skills, a lunch time assignment to 15 minutes of Responsibility Table, an after school detention, a Parent-Teacher conference, guidance from the principal or guidance counselor, etc . Parents will be notified if a pattern of incomplete work becomes apparent.

When students are absent, parents may request assignments to be picked up in the office at 2:30 p.m. or sent home with a sibling. **This request must take place when the parent reports the child absent. Students may have the same number of days to make up work as the days absent.**

All teachers provide an opportunity for children to pack and prepare homework each day before dismissal. Many grade utilize the 2:00-2:25 time of the day for a study time for students to begin work and/or get additional help/support.

Summary of GJPS Bullying and Other Forms of Aggressive Behavior Policy

1. **Harassment, intimidation or bullying**, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This includes various forms of aggressive behavior, including, but not limited to, physical, verbal and psychological abuse.
2. Harassment, intimidation, and bullying means **any intentional** written, verbal, graphic, or physical act that a student or group of students exhibits towards another student(s):
 - A. more than once and
 - B. the behavior causes mental or physical harm and
 - C. is sufficiently severe, persistent or pervasive so that
 - D. it creates an intimidating, threatening, or abusive educational environment.
3. Aggressive behavior can be defined as inappropriate conduct that is **repeated enough**, or **severe enough** to negatively impact a student's educational, physical, or emotional well-being. Examples include, but are not limited to:

-stalking	-bullying
-cyber bullying (includes internet, PDA, cellular phones, etc)	
-intimidation	-menacing
-coercion	-name-calling
-taunting	-making threats
-hazing	
4. **The policy applies at school, to and from school and at any school-sponsored event.**

Reporting Responsibility:

1. **Parents:** Any parent or guardian who believes that their child has been a target of bullying behavior is encouraged to immediately report such behavior to school personnel.
 School personnel will document the concern, or provide the documentation form to the parent, and forward the information to the principal or assistant principal. Administration will investigate allegations and complete a written summary of the findings.
2. **Students:** All students are encouraged to report such behavior to a staff member and may maintain anonymity if desired. However, anonymity may limit the scope and outcome of an investigation.
3. **School personnel:** Staff is required to report any suspected bullying or harassment behavior to administration. They may make a verbal, informal report, which the administrator will document or they may complete a report form themselves, which allows the principal to begin the investigative process.

Administrators will:

- A. Complete any necessary documentation and complete the investigation.
- B. Notify the complainant of the outcome of the investigation, within the confines of educational law.
- C. If aggressive behavior is verified, the administrator will notify the parents of the victim, as well as those of the aggressor.
- D. Semi-annually, principals shall submit a written summary to the Superintendent of verified bullying and harassment incidents, which will then be submitted to the board and posted on the web site.

Privacy and Immunity

1. All efforts will be made to protect the identity of the complainant or witnesses. All records generated under this policy will be kept confidential to the extent permitted by law.
2. A school district employee, student or volunteer shall be individually immune from liability in a civil action for damages from reporting an incident in accordance with this policy and state law.

Gifted and Talented Education: District Philosophy

The Gahanna-Jefferson Public Schools are dedicated to the idea that every student has the right to an education that provides opportunities for the maximum development of his/her potential. We recognize that a number of students in our schools have capabilities that far exceed those of their age peers.

The school district acknowledges that these students with outstanding abilities, talents, and potential for accomplishment require special programs to meet their educational needs. The district encourages, fosters, and supports educational efforts for its gifted and talented population.

As students may exhibit many levels of ability in a classroom, so also are there many levels of ability among gifted students. In order to successfully meet the needs of all gifted students in the district, a number of service options are available.

Gahanna-Jefferson Public Schools uses the following assessment instruments for screening and identification. The screening criteria is included. For identification, see the additional brochure, *District Policy and Plan for the Identification of Children Who Are Gifted*.

Superior Cognitive Ability

Cognitive Abilities Test, Form 6

Screening criteria: 125

Identification criteria: 127 (K-2) 129 (3-12)

Weschler Intelligence Scale for Children: 4th Edition, (WISC IV)

Screening criteria: 125 Identification criteria: 127

Woodcock-Johnson Revised: Test of Cognitive Ability

Screening criteria: 125 I Identification criteria: 127

Specific Academic Ability

Iowa Test of Basic Skills, Form A—Complete Battery

Screening criteria: 90th percentile Identification criteria: 95th percentile

Iowa Test of Basic Skills, Form c- Complete Battery

Screening criteria: 90th percentile Identification - Criteria: 95th Percentile

Woodcock-Johnson Revised: Achievement Battery

Screening criteria: 90th percentile Identification criteria: 95th percentile

Creative Thinking Ability

Cognitive Abilities Test, Form 6

Screening criteria: 110 Identification criteria: 111 (K-2) 113 (3-12)

Weschler Intelligence Scale for Children, 4th Edition, (WISC IV)

Screening criteria: 110 Identification criteria: 112

Woodcock-Johnson Revised: Test of Cognitive Ability

Screening criteria: 110 Identification criteria: 112

AND

Gifted and Talented Evaluation Scale, (GATES), Section IV, Items 21-30

Screen Criteria : 75 Identification Criteria: 83

Visual/Performing Arts Ability

Audition and/or performance and/or art portfolio: Superior Rating

AND

Gifted and Talented Evaluation Scale, (GATES), Section 5, Items 41-50

Screen Criteria : 76 Identification Criteria: 78

Assessment Instruments Used For Gifted Identification

Program Options And Placement Criteria

Elementary Program - CUB² (Children Understanding Basics and Beyond)

Students may attend Blacklick, Chapelfield, or High Point Elementary Schools which offer accelerated programming in mathematics on a daily basis for third, fourth, and fifth grade students in place of their regular classroom instruction. Accelerated language arts is offered in grades four and five. Accelerated mathematics and language arts are both offered at Jefferson for grade five students. The Gifted Intervention Specialist (GIS) is responsible for the student's curriculum, progress, and grade in the academic area/s of strength. In order to qualify for placement in the program a student must qualify in both superior cognitive ability and the specific academic ability of reading and/or mathematics.

Middle School Options

Advanced Math - Students meeting district guidelines may qualify for placement in accelerated math classes at the middle school. A pre-algebra program, Transitions, is used at sixth grade. Honors pre-algebra is the seventh grade focus with an honors algebra class offered at the eighth grade.

Cluster Grouping - Language Arts - In the sixth and seventh grades advanced language arts students are clustered together in a regular classroom to enable the classroom teacher in collaboration with the middle school Gifted Intervention Specialist (GIS) to appropriately differentiate the language arts instruction to meet the unique needs of the students. An accelerated language arts class is offered to qualifies eighth grade students.

Foreign Language - Formal classes in German, Spanish, or French are offered for eighth grade students.

High School Options

Concurrent Enrollment - Students may take college level classes at local colleges/universities and receive both college and high school credit for the course.

Honors Classes - Students take grade level work at an advanced and more in-depth level.

Advanced Placement - Juniors and seniors take college course work in a variety of subjects at their own high school. At the end of the course, national exams are given. Students who pass the exams are eligible for college credit at the college/university they attend after high school.

At the District Level

Focused Acceleration and Independent Study are available at all grade levels for students in order to meet the learning needs of the individual student.

For More Information:

Ms. Beth Spieth, Executive Director of Curriculum and Instruction

Gahanna-Jefferson Public Schools

160 Hamilton Road

Gahanna, OH 43230

Phone: 614-471-7065

Fax: 614-478-5568

Email: spiethb@gjps.org

District Policy and Plan for the Identification of Children Who Are Gifted

Definition: “Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of the section 3324.03 of the Ohio Revised Code.

Screening and Assessing: Gahanna-Jefferson Schools uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts. All tests are administered by qualified personnel.

Stage 1: Pre-assessment

The pre-assessment part of the process involves gathering student data from a variety of sources including teacher, parent, and peer nominations, portfolios, observations, review of student records, and outstanding products or performances, etc. All students are involved in the pre-assessment pool.

By using the pre-assessment process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for whom English is a second language.

Stage 2: Assessment for Screening

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary.

If additional assessment data are needed for the screening phase, parents are contacted with an explanation of the assessment process, and permission is obtained. Usually this assessment is completed within small groups. Parents are notified within thirty days of the results of the screening.

Some minority and disadvantaged students, children with disabilities, and students for whom English is a second language, do not perform well on group administered standardized tests. If these assessment results are not considered sufficient or reliable enough to serve as the foundation for an identification decision, further assessment may be planned on an individual basis.

Test scores from other school districts or from licensed private psychologists are accepted and used in the same manner as tests that are administered within the district.

Stage 3: Individual Assessment

If existing data for a potentially gifted child are not considered sufficient or reliable enough to serve as the foundation for an identification decision, the student will be evaluated to determine if further assessment will be conducted on an individual basis and what the assessment will include. Parents are contacted with an explanation of the assessment process and permission is obtained to conduct the assessment. Parents are notified of the results of the assessment within thirty days of the assessment.

Instruments and procedures used for individual assessment are selected for their appropriateness for the child being assessed. Steps are taken to insure that the assessment process is valid for minority and disadvantaged children, children with disabilities, and students for whom English is a second language.

Referral: Gahanna-Jefferson Schools insures there are ample and appropriate scheduling procedures for assessments and re-assessment and may use:

- Group tests
- Individually-administered test
- Audition, performance
- Display of work
- Exhibition
- Checklists.

Children may be referred on an ongoing basis, based on the following:

- Child request (self-referral)
- Teacher recommendation
- Parent/guardian request
- Child referral of peer
- Other (e.g. psychologist, community member, principal, director of gifted education).

Upon receipt of a referral, the district will

- Follow the process as outlined in this brochure
- Notify parents or results of screening of assessment and identification.

Referral forms are available from:

- Gifted Intervention Specialists
- Coordinator of Gifted Education.

Forms should be submitted to the Coordinator of Gifted Education. The district will provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.

General: Gahanna-Jefferson Schools accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district.

Transfer: Gahanna-Jefferson Schools insures that any child transferring into the district will be assessed within ninety days of the transfer at the request of the parent. Parents shall notify the Director of Gifted Education.

Services: Gahanna-Jefferson Schools insures equal opportunity for all district students identified as gifted to receive appropriate services offered by the district.

Withdrawal: If at any time a student wishes to withdraw from gifted programs or services, the request must be written by the parent or child to the Coordinator of Gifted Education. If a child requests to withdraw, the parents will be notified.

Written Education Plan: Students who are identified as gifted and served in the gifted program will receive a Written Education Plan (WEP) when services begin. Parents and staff responsible for the implementation of the program will receive a copy of the WEP annually.

The WEP contains a description of the services received, goals for the student, progress monitoring description, staff involved in the services, and date for the next WEP review. Procedures are in place to waive assignments and schedule tests missed while participating in any gifted services.

Appeal Procedure: An appeal by the parent is the reconsideration of the results of any part of the identification process which would include the following:

- Screening procedure or assessment instrument (which results in identification)
- Scheduling of children for assessment
- Placement of a student in any program
- Receipt of services.

Parents should submit a letter to the Assistant Superintendent outlining the nature of the concern.

The Assistant Superintendent will convene a meeting with the parent/guardian, which may include other school personnel. The Assistant Superintendent will issue a written final decision within thirty days of the appeal. This written notice will include reason(s) for the decision.

Further Questions

Contact :

Ms. Beth Spieth, Executive Director of Curriculum and Instruction
Gahanna-Jefferson Schools
160 Hamilton Road
Gahanna, OH 43230

Phone: 614-471-7065

Fax: 614-478-5568

Email: spiethb@gjps.org